**UNIVERSITY OF PESHAWAR**

No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Bill of Full-Time Faculty Members for Part-Time teaching over and above required teaching hours for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Faculty: Designation:

Department: CNIC No.

1. Workload as per Timetable:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Department  (start with parent deptt:) | Course  (separate line for each course) | Schedule  (Day: Time) | No. of Hours/Week | Signature of HoD | Status[[1]](#footnote-1)  (Workload/Add:) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |

1. Bill for Additional Teaching Hours[[2]](#footnote-2) for the Month:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Department | Title of Course  (use separate line for each course) | Teaching Hours during the month[[3]](#footnote-3) | Accumulated Teaching Hours[[4]](#footnote-4) | Signature of HoD |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  | Total Additional Hours | |  |  |  |

1. Total Additional Hours:
2. Rate per Hour:
3. Gross Payment (i x ii):
4. Less Withholding Tax[[5]](#footnote-5)
5. Net Payment:

Signature of Faculty:

1. Status: Teaching workload is 6 hours for Deans/HoDs and 12 hours for other faculty. All courses taught in the parent department in regular (morning) programmes including MS/PhD are part of workload and thus shall be noted as ‘Workload’. Teaching over and above required workload outside the parent department shall be noted as ‘Additional’. Teaching in Self-Support programmes is not part of workload and thus shall not be mentioned in this proforma.

   Where workload in parent department is 9 hours and a course of 3 hours/week is taught outside the parent department, the course will be considered part of workload and thus shall be noted as ‘Workload’. Where workload in parent department is 10 hours and a 3 hours/week is taught outside the parent department, the course shall be noted as ‘Partial Additional - *No. of additional hours*’. [↑](#footnote-ref-1)
2. Bill for the Teaching Hours of courses noted as ‘Additional’ or ‘Partial Additional’ in Weekly Timetable. [↑](#footnote-ref-2)
3. Number of Hours taught as per Student Attendance Sheet [↑](#footnote-ref-3)
4. Accumulated Teaching Hours means teaching hours for the course during earlier months plus this month [↑](#footnote-ref-4)
5. Filers @ 10%; Non-filers @ 15%. Please check status at [**https://e.fbr.gov.pk/ATLSearchUtilityIT.aspx**](https://e.fbr.gov.pk/ATLSearchUtilityIT.aspx) [↑](#footnote-ref-5)